

Your Name  
Address  
City, State, Zip

Today's Date

Name  
Job Title  
Company Name  
Address  
City, State, Zip

Dear <<Name>>:

I am responding to your advertisement in The Olympian for the position of Customer Service Specialist.

As my enclosed resume indicates, I possess more than six years of extensive experience in customer service. As a call center representative, I was responsible for resolving complaints, inquiries and customer service problems. In doing so, I gained experience in interpreting and explaining agency-related laws, policies and procedures to a diverse pool of clients and customers.

<<Company Name>> has a long history of providing the highest quality customer service. Your emphasis on customer service and your proactive approach to resolving customer concerns is extremely exciting and refreshing. I feel that my experience and skills would strongly support that approach.

Thank you in advance for your generous consideration. I may be reached at <<phone number>> should you wish to contact me. I will call your office next week to arrange for an interview at your convenience.

Sincerely,

<<Your Name>>